

**TOWN OF ENFIELD, CONNECTICUT  
REQUEST FOR PROPOSALS**

**DEPARTMENT OF PUBLIC WORKS REFUSE AND RESOURCE MANAGEMENT  
DIVISION**

**LEAF AND COMPOST MANAGEMENT SERVICES**

April 25, 2014

Sealed proposals for the services named above will be received at the Office of the Director of Finance until 11:00 a.m., Monday, May 12, 2014. Thereafter, proposals will be opened in public and read aloud.

Specifications and proposal documents may be obtained from the Office of the Director of Public Works, Stanley E. Jablonski DPW Complex, 40 Moody Road, Enfield, CT 06082, at telephone number (860) 763-7599 or the Town's website, [www.enfield-ct.gov](http://www.enfield-ct.gov).

The Town of Enfield reserves the right to accept or reject any, all, or any part of proposals, to waive formalities or informalities and to make an award that is deemed to be in the best interests of the Town.

A. Lynn Nenni, Director of Finance  
EOE/AA

**TOWN OF ENFIELD, CONNECTICUT  
STANDARD INSTRUCTIONS TO PROPOSERS**

**DEPARTMENT OF PUBLIC WORKS REFUSE AND RESOURCE MANAGEMENT  
DIVISION**

**LEAF AND COMPOST MANAGEMENT SERVICES**

1. INTRODUCTION

The Town of Enfield is soliciting proposals for the above-named services. If there are any conflicts between the instructions in these Standard Instructions and any other proposal document(s), these Standard Instructions shall prevail.

2. KEY EVENT DATES

Advertisement of Request for Proposals	April 25, 2014
Public Proposal Opening	11:00 a.m., Monday, May 12, 2014
Proposal Awarded (Not Definite)	May 19, 2014
Commencement of Work	As required in the Scope of Work

3. OBTAINING PROPOSAL DOCUMENTS

Specifications and proposal documents may be obtained from the Office of the Director of Public Works, Stanley E. Jablonski DPW Complex, 40 Moody Road, Enfield, CT 06082 at telephone number (860) 763-7599 or the Town's website [www.enfield-ct.gov](http://www.enfield-ct.gov).

4. PROPOSAL SUBMISSION INSTRUCTIONS

- A. One (1) original and two (2) copies of all proposals must be submitted in a sealed envelope clearly marked "Leaf and Compost Management Services". If forwarded by mail or courier, the sealed envelope must be addressed to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082". Proposals must be at the Office of the Director of Finance by the time of the Public Proposal Opening date noticed in Section 2 titled KEY EVENT DATES. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first proposal is publicly opened will NOT be accepted.
- B. Ditto marks or words such as "SAME" on the Proposal Form are NOT considered writing and must not be used.
- C. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the proposal.

## STANDARD INSTRUCTIONS TO PROPOSERS (continued)

- D. Proposals are considered valid for ninety (90) days after proposal(s) are opened. Proposers may not withdraw, cancel or modify their proposal for a period of ninety (90) days after proposal(s) are opened.
- E. Proposals must be signed by an authorized person representing the legal entity of the firm submitting the proposal.
- F. The inability to meet any specified requirements(s) must be stated in writing and attached to the proposal form, or written on the proposal form.

### 5. COST OF PROPOSAL DOCUMENTS

If any part of the proposal documents, including the specifications and plans, are provided on paper 18" x 24" or larger, there is a one hundred (\$100) dollar conditional refundable deposit required for each set of documents. Each proposer may obtain no more than two (2) sets of documents. Upon returning the documents in good condition prior to ten (10) calendar days after the proposal is awarded, the deposit will be fully refunded. There will be no refund for documents returned subsequent to ten (10) calendar days after the proposal is awarded.

### 6. PRESUMPTION OF PROPOSER BEING FULLY INFORMED

At the time the first proposal is opened, each proposer is presumed to have read and be thoroughly familiar with all proposal and contract documents for these services and has performed an on-site inspection of the work location. Failure or omission of the proposer to receive or examine any information shall in no way relieve any proposer from obligations with respect to their proposal.

### 7. INTERPRETATION OF ACCEPTABLE WORK

The specifications, proposal and contract documents are to be interpreted as meaning those acceptable to the Town of Enfield. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.

### 8. TAX EXEMPTIONS

The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Firms shall avail themselves of these exemptions.

## STANDARD INSTRUCTIONS TO PROPOSERS (continued)

### 9. INSURANCE

The firm(s) awarded this proposal must provide a current Certificate of Insurance to the Director of Finance PRIOR to commencement of work, with the following requirements:

- A. General liability coverage limits for bodily injury, property damage, and personal injury, \$1,000,000 per occurrence/\$2,000,000 general aggregate. General liability must also include contractual liability.
- B. Auto liability limits for property damage and bodily injury caused by the operation of motor vehicles, \$1,000,000 per occurrence.
- C. Umbrella liability, \$1,000,000 each occurrence/\$1,000,000 general aggregate.
- D. Worker's Compensation, as required by Connecticut State Statute.
- E. The "Town of Enfield" is to appear as an additional insured on all Certificates of Insurance for general liability and auto liability coverage.
- F. All insurance is to be provided by carriers authorized to issue such insurance in the State of Connecticut, and rated at least A-/VIII by A.M. Best. Exceptions are subject to the sole discretion of the Town of Enfield.
- G. All insurance may not be canceled or modified without thirty (30) days written notice by registered U.S. Mail to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082".

### 10. PROPOSAL BOND

Firms submitting proposals are required to furnish a proposal surety at the time the first proposal is opened in the amount of five thousand dollars (\$5,000.00). The proposal surety should be in one of the following three (3) forms: (a) a bank certified check, (b) a bank check, or (c) a surety company bond. The surety company must be authorized to write such surety bonds in the State of Connecticut. Checks or bonds must be drawn to the order of "Director of Finance, Town of Enfield".

### 11. PERFORMANCE BOND AND PAYMENT BOND

To ensure the faithful execution of this proposal according to its provisions, the Contractor awarded this proposal must provide to the Town of Enfield, at the Contractor's expense, a performance and payment bond in the amount of five thousand (\$5,000) dollars. The bonds must be issued by a company authorized to write such surety bonds in the State of Connecticut. The bonds shall be drawn to the order of the "Director of Finance, Town of Enfield", and delivered to the Town **prior** to commencement of work. On projects less than fifty thousand (\$50,000) dollars the Contractor may substitute the performance bond (but not the payment bond), for a bank certified check or a bank cashier's check in the amount of five thousand (\$5,000) dollars.

## STANDARD INSTRUCTIONS TO PROPOSERS (continued)

### 12. FAIR EMPLOYMENT PRACTICES

The proposer agrees not to discriminate against any employee or applicant for employment in the performance of this proposal's work with respect to hire, tenure, terms, conditions, or privileges of employment due to race, sex, age, religion, national origin, or other conditions proscribed by State or Federal law.

### 13. AWARDING THE PROPOSAL

The Town of Enfield reserves the right to accept or reject, any, all, or any part of proposals, to waive formalities or informalities and to make an award that is deemed to be in the best interests of the Town.

It is the Town's policy to not award to those who owe Town of Enfield prior year(s) property taxes.

The "Proposal Awarded" date in Section 2. titled KEY EVENT DATES is the date the proposal is anticipated to be awarded. It is not a date certain.

The lowest priced proposal is NOT the sole determining factor when awarding this proposal.

### 14. TERM OF CONTRACT

The initial contract period shall be from July 1, 2014 through June 30, 2015. The Town shall have the option to renew the contract for two (2) additional one (1) year terms upon thirty (30) days' notice to the Vendor. The total contract period, including all options for renewal, shall not exceed thirty-six (36) months.

### 15. STANDARD FORM OF CONTRACTUAL AGREEMENT

The Town of Enfield intends to enter into a contract with the successful Vendor(s), subject to the review and approval of the Town Attorney. The contract will include and incorporate the provisions of this Request for Proposals, including the Standard Instructions to Proposers, the Scope of Work and the Proposal Form submitted by the successful Vendor(s). In the event of any conflict between the Request for Proposals and the successful Vendor(s)' Proposal Form, the Request for Proposals shall prevail.

## **END OF STANDARD INSTRUCTIONS TO PROPOSERS** **SCOPE OF WORK**

Leaves from Town residents are either collected as part of the Town's curbside collection program or brought to the transfer station by residents. The Town collects, based on historical volume, approximately 23,000 cubic yards of leaves each year. The Town of Enfield operates a leaf composting facility adjacent to the Town's transfer station located at 100 Town Farm Rd.

The Town of Enfield is seeking proposals to:

1. Periodically turn windrows of leaves to generate compost;
2. Purchase leaves composted by the Town;
3. Accept and process raw unprocessed leaves from Town delivered to vendor's facility; and/or
4. Remove a legacy pile of partially composted leaves.

Additional information and details regarding the above is included on the Proposal Form.

**A. Criteria for Proposal Acceptance:**

Proposals will be evaluated based on the Proposer's proven ability to perform the services requested and based on the proposal price and the items listed below. In order to qualify as responsible, a Proposer must meet the following criteria as they relate to this RFP.

1. Specialized experience of the firm and its assigned personnel in the type of work required, including evidence of past experience in dealing with composted materials;
2. Adequate technical and financial resources needed to perform the services herein;
3. If applicable, the Proposer must have a current Connecticut DEEP permit for a designated disposal facility. A copy of the permit must be submitted with the proposal;
4. Necessary experience, accreditation, organization and technical skill;
5. Understanding of and technical approach to the project;
6. Demonstrated ability to perform work in a timely manner;
7. Fee schedule, basis for billing, method and timing of payments and cost as compared with the level of effort to be expended; and
8. Status as an equal opportunity employer;

## SCOPE OF WORK (continued)

### **B. General Information**

Only information included with the written proposals submitted pursuant to this RFP will be considered. All key Contractor personnel to be involved in the project will be expected to attend any oral presentations that are, or may be, scheduled. No proposal costs will be reimbursed by the Town of Enfield under the accepted proposal.

Information or questions relative to this proposal should be directed to Mr. David Tuttle, Assistant Director of Public Works, at telephone number (860) 763-7524 or (860) 763-7560.

**END OF SCOPE OF WORK**

**TOWN OF ENFIELD, CONNECTICUT  
PROPOSAL FORM**

**DEPARTMENT OF PUBLIC WORKS REFUSE AND RESOURCE MANAGEMENT  
DIVISION**

**LEAF AND COMPOST MANAGEMENT SERVICES**

**[PROPOSAL FORM REQUIRED RESPONSES]**

The Contractor must provide all personnel and equipment necessary for each item bid. The Contractor must bid on at least one option.

<b>Option</b>	<b>Quantity</b>	<b>Proposal Price</b>
1. Turning leaf windrows*. Each occasion will be at the discretion of the Town with seven (7) days notice. Not to exceed four (4) occasions annually.	8 windrows not to exceed 500 feet in length; Windrow size: Maximum base width: 20 feet Minimum base width: 10 feet Maximum height: 12 feet Minimum height: 6 feet	\$_____ per occasion
Required: Specify equipment to be used to turn windrows:		
2. Purchase Town-generated leaf compost. This finished compost will be available starting in September/early October, 2015.	Approximately 12,000 cubic yards. Minimum proposal amount is 2,500 cubic yards.	\$_____ per cubic yard Contractor pays Town to purchase composted leaves.
Required: Specify equipment to be used to remove composted leaves, including size of truck and type of loader:		



3. Receive and process raw unprocessed leaves. Over an 8-week period during fall leaf pick-up season, the Town shall be responsible for transporting raw unprocessed leaves to the Contractor's site for processing. Deliveries will take place from 7:00 am to 3:00 pm on Monday through Friday. Contractor must specify notice requirements and any costs (if any) for additional deliveries from 8:00 a.m. to 12:00 p.m. on Saturdays. Deliveries will only be to facilities located within 5 miles of the Enfield border.	Approximately 23,000 cubic yards	<p>\$_____ per cubic yard Contractor pays Town to purchase raw unprocessed leaves.</p> <p><b>or</b></p> <p>\$_____ per cubic yard Town pays Contractor to remove and dispose of raw unprocessed leaves.</p> <p>\$_____ additional deliveries from 8 a.m. to 12 p.m. on Saturdays</p> <p>Notice requirements:</p>
Required: Delivery Location:		
4. Removal and disposal of existing partially composted leaves. This will be a one-time occurrence to address a legacy issue. <b>An inspection of the existing partially composted leaves will be held on Wednesday, May 7, 2014 at 10:00 a.m. at the Transfer Station on Town Farm Road.</b>	Approximately 10,000 cubic yards. Minimum proposal amount is 2,500 cubic yards.	<p>\$_____ per cubic yard Contractor pays Town to purchase partially composted leaves.</p> <p><b>or</b></p> <p>\$_____ per cubic yard Town pays Contractor to remove and dispose of partially composted leaves.</p>
Required: Specify equipment to be used to remove partially composted leaves, including size of truck and type of loader:		

Removal must occur during transfer station hours of operation: 8:00 a.m. to 2:45 p.m., Tuesday through Friday, excluding legal holidays as set forth on the attached list. A transaction slip must be co-signed by the vehicle operator and by a Town of Enfield transfer station employee.

\*If a front-end loader is used to turn the windrows, the leaves should be lifted high above the ground and allowed to cascade to a new location; large foreign materials observed while turning the windrows should be removed and properly disposed; if windrows are dry, turning may be scheduled to coincide with rain events.

**TOWN OF ENFIELD, CONNECTICUT  
PROPOSAL FORM**

**REFUSE AND RESOURCE MANAGEMENT**

**LEAF AND COMPOST MANAGEMENT SERVICES**

**[PROPOSAL FORM REQUIRED RESPONSES]**

Under penalty of perjury and other remedies available to the Town of Enfield, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal, it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, proposal and contract documents, including any addenda, which are all made part of this proposal.

\_\_\_\_\_  
Signature of Authorized Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Person

\_\_\_\_\_  
Company Title of Authorized Person

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Address of Company

\_\_\_\_\_  
City, State, and Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Facsimile number

\_\_\_\_\_  
Email

**END OF PROPOSAL FORM**

AGREEMENT BY AND BETWEEN

THE TOWN OF ENFIELD AND \_\_\_\_\_

LEAF AND COMPOST MANAGEMENT SERVICES

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2014 by and between the Town of Enfield, a municipal corporation organized and existing under the laws of the State of Connecticut, with a principal office at 820 Enfield Street, Enfield, Connecticut 06082 (hereinafter referred to as the "Town") and \_\_\_\_\_, a Connecticut (corporation/limited liability company/partnership) located at \_\_\_\_\_, \_\_\_\_\_, Connecticut 06\_\_\_\_ (hereinafter referred to as "Vendor").

The Town and Vendor enter into this Agreement whereby the Vendor shall provide to the Town, Leaf and Compost Management Services.

The term of this Agreement shall commence on the date set forth above and shall continue for the period set forth in the Request for Proposals referenced below.

The terms and conditions of this Agreement are set forth in the following documents that are attached and made a part hereto and are incorporated by reference:

1. Request for Proposals entitled "Leaf and Compost Management Services";
2. the Standard Instructions, Scope of Work entitled "Leaf and Compost Management Services"; and
3. Proposal entitled "Leaf and Compost Management Services".

This Agreement cannot be altered, modified, amended or revised except by an instrument in writing signed by the Town and Vendor.

This Agreement shall be governed by the law of the State of Connecticut.

Vendor Name

Town of Enfield

By: \_\_\_\_\_

By: \_\_\_\_\_

Matthew W. Coppler  
Town Manager

**Schedule of Observed Holidays  
Town of Enfield**

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day